

**BOARD OF REGISTERED NURSING**  
**Executive Officer's Report**

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**Agenda Item: 5.0**

**Date: September 14, 2011**

**5.1 BRN Office Relocation**

The BRN staff has moved into our new office located at 1747 North Market Blvd. It is located across the parking lot from current DCA headquarters. The BRN office was closed to most staff and the public on Friday, August 26, 2011 and remained closed to the public on Monday, August 29, 2011. Staff arrived at the new office on Monday, August 29<sup>th</sup> ready to unpack and settle into their new home. Staff were somewhat unpacked but had the office up and running and open for business on Tuesday August 30<sup>th</sup>. As BRN is the only tenant in the building, construction continues in the unoccupied portion of the building for our future neighbors. Due to the ongoing construction the BRN reception area is currently unavailable to the public, so we have set up a temporary reception counter in a conference room just inside the main lobby of the building. As with any move there are bugs to work out and staff is working diligently to ensure that any issues are addressed immediately.

BRN staff is to be commended for completing this move as it was a huge endeavor, all were very well prepared. Staff worked with the DCA facilities unit to ensure that movers were directed appropriately as well as worked with other vendors to ensure that equipment such as safes, copiers and micro film machines were packed and delivered to the new office in one piece and in working order. Also, throughout the office design and moving process staff collaborated with file room vendors to ensure the design of the BRN's two new file rooms were executed to meet the criteria provided by BRN. The DCA's office of Information Services and BRN IT staff worked diligently to ensure the BRN would have data and phone connectivity between the two buildings by start of business on Tuesday following the move.

The move was very well organized and executed by staff from the BRN's Administration unit with file room organization assistance from staff in the Enforcement and Licensing units. These individuals worked for months ahead of the move meeting and organizing the office in preparation for this massive move. A great big thanks to everyone on the move team for going the extra 10 miles, for working late during the week and overtime on the weekends to get the job done, and for doing it all with a good attitude. Job well done!

**5.2 Board's Budget Update**

Workload and Revenue – Attached is a chart showing the actual workload for each revenue category for the 5 previous years as well as the projected workload for 2011/12 and 2012/13. The following is a sampling of the trends that were noted in various revenue categories for FY 2010/11:

- Number of RNs increased slightly by 2.5%
- Number of US graduates remains consistent
- Number of international applicants has declined
- First time exam and repeat exam applications were down by 22.6%
- RN renewals were down slightly by 3.3%
- Temporary RN licenses are no longer processed over the counter unless the RNs fingerprint results are on file; therefore, the number of applications was down by 12.4% and is projected to drop by another 47% in FY 11/12
- All other revenue categories remain consistent

Fund Condition – The Board’s reserve as of June 30, 2011, is 4.7 months. However it is projected to drop to 0.1 months by the end of this FY due to the \$15 million GF loan. The dramatic drop in fund reserve includes a scheduled loan repayment from the GF of \$3.7 million by June 30, 2012.

Budget Change Proposals (BCP) –The BRN submitted three (3) Budget Change Proposals for FY 2012/2013. Agency has reviewed them and made the following changes:

BRN Request	Agency Change
4 NEC positions along with \$453,000 in funding for FY 2012/13 and \$429,000 ongoing	Agency approved 2 NEC positions along with \$214,000 in funding for FY 2012/13 and ongoing
1 AGPA Legislative Analyst position along with \$95,000 in funding for FY 2012/13 and \$87,000 ongoing	Agency approved 1 AGPA Legislative Analyst position with no funding
3 OT positions for the renewal and continuing education program along with \$201,000 in funding for FY 2012/13 and \$177,000 ongoing	Agency approved 1 OT for the renewal and continuing education program with no funding

### **5.3 Department of Consumer Affairs (DCA) Updates**

#### Division of Investigation Breach

The BRN learned on July 28, 2011, that there was a breach of licensee information at the Division of Investigation on July 22, 2011. Information involving a limited number of licensees was stolen from an investigator’s vehicle. Once BRN staff were notified we immediately began working with DCA Legal Counsel and DCA’s Office of Information Security to prepare and send letters to those affected by the breach. The Executive Officer has been in contact with the Chief of DOI and DCA Legal Office to ensure this type of breach does not occur again. The Executive Officer followed up with the Chief of DOI on September 9, 2011.

#### Breeze Update

The BreEZe Project continues to prepare for the arrival of the BreEZe Solution Vendor in September 2011. Procurement activities are coming to a close, and all who are involved in the Project are extremely excited for the transition from the Procurement to the Configuration Phase.

Since the last update, board and bureau business experts have participated in system requirements reviews with contract bidders, electronic data retention policy collaborative meetings, and system requirement flow design and refinement meetings. Business experts from numerous boards and bureaus have participated in the efforts of the Data Conversion, Forms, and Reports Workgroups. Without their assistance and guidance, the BreEZe Project would not be where it is today.

Once the solution vendor starts work business expert participation will be critical to keeping the project moving forward on schedule. Also, much of the upfront work will affect the boards and bureaus in the later releases of the project. For example, standard reports to be used by all boards and bureaus will be identified, configured, and tested early in the project.

The BreEZe Project is currently engaging in many activities prior to the vendor start date to ensure we are in position to "hit the ground running." The Forms Workgroup is moving to Phase Two of their work and will begin exploring opportunities to standardize complaint and renewal forms. The Reports Workgroup is analyzing the list of 370 standard system reports to identify potential duplicate and unnecessary reports. The BreEZe Business Team continues to collaborate with boards and bureaus to document business processes.

#### Board Member Orientation

In accordance with Business and Professions Code Section 453, Board Members are required to attend DCA's Board Member Orientation within one year of their appointment. The next Board Member Orientation is set for October 12, 2011 at DCA Headquarters in Sacramento from 9:00 am to 4:30 pm. Please notify the Administration Unit if you would like to attend either of the orientations.

#### **5.4 Hiring Freeze Exemptions**

The BRN has submitted two hiring freeze exemptions for consideration and approval. Their status is as follows:

Exemption	Date Submitted	Status
G-0036 (5 NEC's)	6/10/11	At Department of Finance since 7/28/11
G-0051 (18 Enforcement Positions)	6/30/11	Returned to BRN for additional data 7/18/11
	8/1/11	With DCA Fiscal Officer as of 9/8/11

#### **5.5 Travel Restrictions Executive Order B-6-11**

The BRN continues to operate under Executive Order B-6-11, issued by the Governor's office on April 26, 2011, regarding discretionary travel. The Executive Order stated that all discretionary travel is prohibited. All in-state non-discretionary travel must be approved by Agency Secretaries or Department Directors who do not report to an Agency Secretary. All out-of-state travel must be approved by the Governor's Office.

#### **5.6 Reports Recently Added to the BRN Website**

A memo was sent by e-mail and postal delivery to all nursing programs, nursing associations, other governmental agencies, and other interested parties to announce the update of information on the BRN Website which includes the 2010 RN Survey Report and the Annual School Surveys Data. The memo also announced upcoming website updates including interactive data summaries based on the 2010 RN Survey data (which has since been added to the Website), the 2011 Forecasts of the Registered Nurse Workforce in California, and a 2011 Fall/Winter edition of the BRN Report newsletter.

#### **5.7 Annual School Survey 2010-2011**

The Annual School Survey, which is completed on-line by all pre-licensure nursing programs, will be available beginning October 3, 2011. The survey includes questions on enrollments, graduations, program and faculty data, and post-licensure program data is also collected. The survey is currently being beta tested by a few programs before an e-mail will be sent to all schools. The deadline for schools to provide data is November 15, 2011. This survey is conducted by our contractor, the University of California, San Francisco. They will compile the data and provide the Board with a statewide annual report and regional reports which will be provided at a future Board Meeting.

### **5.8 New Contract with UCSF for Continued Data Collection**

The BRN recently entered into a new two-year contract with the University of California, San Francisco (UCSF) to continue conducting the biennial survey of Registered Nurses in California, the Annual School Survey, and to conduct an analysis of RN workforce diversity in California. The contract is in effect until June 30, 2013.

### **5.9 New Grad Survey**

The BRN, the California Institute for Nursing and Health Care, the University of California, Los Angeles, the Association of California Nurse Leaders, and the California Student Nurses Associates, are collaborating together to conduct the second online survey of recent RN graduates who graduated between April 1, 2010 and August 30, 2011. Questions will address graduates experience seeking RN employment and to see if new graduates continue to have problems finding employment in the current economy. Additional information will be provided as it becomes available.

### **5.10 Nursing Workforce Advisory Committee**

The Board is re-convening the Nursing Workforce Advisory Committee (NWAC), a committee that was originally created by the Board in November 2001 and last met in 2003. The purpose of the Committee is to advise the Board members and staff of the BRN on current and projected issues affecting the nursing workforce including supply and demand, the ability of nurses to provide safe, accessible patient care and to share information and data between agencies. Members of the Committee include health workforce planners, nursing service, nursing education, professional associations, governmental agencies, a consumer, and union representative. Jeannine Graves, Board President, is on the Committee and Stephanie Leach, Senior Workforce Project Manager with Kaiser National Patient Care Services in Oakland has agreed to chair the Committee.

The committee's first charge will be to review and provide recommendations for the 2012 biennial RN survey instrument. Due to current state travel restrictions, the work will be completed mainly by e-mail and conference calls for Committee members outside the Sacramento area. The first meeting is scheduled for October 20, 2011. A conference room within DCA headquarters will be available for local Committee members who wish to attend and all others will participate via conference call.

### **5.11 Public Record Requests**

The BRN continues to comply with public record requests and responds within the required timeframes that are set in Government Code Section 6250. For the period of June 1, 2011 through September 1, 2011, the Board has received and processed 59 public record requests.

### **5.12 Board Member Correspondence**

For the period of June 1, 2011 through September 1, 2011, the BRN received no letters addressed to Board Member(s).

### 5.13 Personnel

The following personnel changes have transpired since the last Board Meeting:

New Hires	Classification	Board Program
Elisa Serna	Office Technician	Administration
John Knowles	Staff Services Analyst	Discipline
Annette Rodriguez	Special Investigator	Investigations
Joaquin Murphy	Supervising Special Investigator	Investigations
Jessica Guanzon	Staff Services Analyst	Complaint Intake
Yvonne Natad	Associate Governmental Program Analyst	Complaint Intake

Promotion	Classification	Board Program
Kathy Hodge	Deputy Chief – SSM II	Complaint Intake/Investigations
Beth Scott	Deputy Chief – SSM II	Discipline/Probation/Diversion
Long Dau	Staff Services Analyst	Advanced Practice
Enrique Leyva	Staff Services Analyst	Discipline

New Assignments	Classification	Board Program
Stacie Berumen	Assistant Executive Officer	Administration
Yadi Quintana	Office Technician	Investigations
Cathy Alston	Management Services Technician	Investigations
Elizabeth Elias	Special Investigator	Investigations
Laura Brann	Staff Services Analyst	Discipline
Gina Skinner	Associate Governmental Program Analyst	Diversion